

OTHER PERMITS AND REGULATIONS

The following materials must be accompanied by a Town of Vienna permit application.. **Submitted materials must be to scale.** Fence and driveway permit applications are available in the office of the Department of Planning and Zoning or online at <http://www.viennava.gov>.

Fence Permits

- Two (2) copies of the site plan/house location survey with fence location shown.
- \$30.00 application fee.

Driveway Permits

- Three (3) copies of the site plan/house location survey with proposed driveway shown.
- A driveway permit is required if there is any change in dimensions or material of driveway.
- Driveways must be constructed of permanent materials (concrete, asphalt, or grid pavers). Gravel is not permitted for use on driveways.
- If a grid paver surface is used, a maximum open aperture of 60% will be permitted, and manufacturer's specifications and installation information must be submitted along with the application. The Mayor and Town Council has directed the staff, effective November 12, 2007, to discontinue the use of lot coverage credits for grid paver driveway surfaces.
- \$40.00 application fee.

Chesapeake Bay Preservation Areas

- The zoning map depicts the location of Resource Management Areas (RMA) and Resource Protection Areas (RPA) in accordance with the Chesapeake Bay Preservation Act as set forth by Article 21.1, Chapter 18 of the Vienna Town Code. Development activity on any property within either an RMA or an RPA requires a review of certain performance criteria that may include a "Water Quality Impact Assessment." Specific forms—based upon the type of development activity—are available from the Department of Planning & Zoning and would be submitted for evaluation along with the application for a building permit.
- Vegetation proposed for mitigation must work towards satisfying all buffer functions described in 9 VAC 10-20-130.3. Please refer to the DCR Chesapeake Bay Local Assistance Division's Riparian Buffers Modification and Mitigation Manual available in the Town of Vienna Department of Planning and Zoning for assistance.
- Grading in excess of 2,500 square feet in any Chesapeake Bay Preservation Area will require the acquisition of a VSMP General Permit for Discharges of Stormwater for Construction Activities. The Department of Public Works [(703) 255-6381] can provide more information regarding this matter.

This brochure is for informational purposes only. It is not intended to supersede the Town Code. For more specific questions, please consult the Planning and Zoning staff. The Town of Vienna does not discriminate on the basis of disability in the administration of access to, treatment of, or employment in its programs or activities.

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Department of Planning and Zoning

127 Center Street, South

Phone: (703) 255-6341

Fax: (703) 255-5729

<http://www.viennava.gov>

Email: dpz@viennava.gov

Department of Planning and Zoning

BUILDING PERMIT INFORMATION



Tel: (703) 255-6341

Fax: (703) 255-5729

E-mail: dpz@viennava.gov

BUILDING PERMITS

Commercial Permits

Note: All exterior changes and signage require Board of Architectural Review approval.

Site/Grading Plans

- 4 copies for additions or new construction or 5 copies if the Fairfax County Health Department is involved.
- 5 copies for demolition, along with 4 copies of utility “cap off” letters and asbestos reports.

Architectural/Structural Drawings

- 4 copies for additions or new construction or 5 if Fairfax County Health Department is involved.
- Must be signed, sealed, and to scale.

Inspections

- Town of Vienna inspections take place after Fairfax County has issued final building inspection, but prior to a Certificate of Occupancy being issued by the Town.
- All new construction requires a wall check survey, height verification survey, and a final survey along with a final inspection before a **Certificate of Occupancy** will be issued by the Town of Vienna. The wall check survey must be submitted prior to construction proceeding above the foundation.
- Building additions require a final survey and a final inspection.
- A final inspection is required for interior renovations **before the Town will issue a Certificate of Occupancy**. All “As-Built Plan Reviews” require a separate \$400.00 inspection fee per occurrence.

Residential Permits

Site/Grading Plans

- 4 copies for additions, decks, accessory structures, etc.
- 4 copies for new home construction.
- 5 copies for demolition, along with 3 copies of utility “cap off” letters and asbestos reports or affidavits.

Architectural Drawings

- 3 copies for additions, decks, accessory structures, etc. (Note: the booklet “Fairfax County Typical Deck Details” may be substituted for structural drawings for a single-level deck.)
- 4 copies for new home construction.
- Must be signed, sealed, and to scale.

Inspections

- Additions, decks, accessory structures require a setback inspection after the foundation or footings have been dug and formed, but prior to the concrete being poured.
- Additions with a footprint equal to or greater than 50% of the existing structure or square footage addition in excess of 100% of the area of the original dwelling require a wall check survey, as built survey, and a new Certificate of Occupancy. The wall check survey must be submitted prior to construction proceeding above the foundation.
- All new construction requires a wall check survey, height verification survey, and a final survey before a **Certificate of Occupancy** will be issued by the Town of Vienna. The wall check survey must be submitted prior to construction proceeding above the foundation. All “As-Built Plan Reviews” require a separate \$400.00 inspection fee per occurrence.

Additional Requirements

- All building permits must be accompanied by a Fairfax County Permit application.
- Submitted plats and site plans must be signed and sealed and must be to scale. Faxed copies are not acceptable due to problems associated with distortion.
- Exterior improvements within the Windover Heights Historic District may require a Certificate of Appropriateness.
- A grading plan may be required for improvements greater than 200 square feet. Grading in excess of one (1) acre in area—on any Town parcel—will require the acquisition of a VSMP General Permit for Discharges of Stormwater for Construction Activities. The Department of Public Works [(703) 255-6381] can provide more information regarding this matter.
- Demolition permit and building permit applications may be submitted simultaneously if the footprints of the existing and proposed structure overlap. However, if the footprints do not overlap, an existing structure must be demolished prior to a building permit application being reviewed and approved by the Town.

Permit Processing

- Starts with the Town of Vienna and Fairfax County issues permit.
- Residential Building Permits: \$40.00 minimum fee, plus five cents (\$0.05) per square foot of the area of new construction.
- Commercial Building Permits: \$80.00 minimum fee, plus ten cents (\$0.10) per square foot of the area of new construction.
- Generally a three-to five-day process.